CONCORDIA
UNIVERSITY

The Audio Visual Department manages a broad range of installations, equipment and resources to service the Concordia community on both campuses.

The aim of the Department is to make available the latest and best developments in communications technology to enhance the effectiveness of the University in its academic, administrative, cultural, social and community activities.

audio-visual department service directory

The staff of the Audio Visual Department request understanding and cooperation in observing a minimum of simple but essential ground- rules.

- At least 3 working days notice when booking facilities and software items.
- Proper University identification and authorization when withdrawing supplies or equipment.
- Prompt return of loan materials on expiry of loan periods, or payment of overdue fines.
- Protection of University property from loss, breakage or damage.
- Cooperation with Audio Visual staff.

Hours of Operation

Offices

SGW	Monday-Friday	09:00-17:00	Tel: 848-3434
LOYOLA	Monday-Friday	09:00-17:00	Tel: 848-3465

SERVICE AREAS

Equipment Depots
- Loans of portable equipment
- Sales of supplies and materials
- Production of overhead transparencies
- Management of classroom facilities
- Service of AV equipment

SGW				
Hall Building	Mon-Thur	08:30-23:00	H421	Tel: 3435
VA Building	Mon-Thur	08:30-21:00	VA042	Tel: 3438
Hall & VA	Friday	08:30-17:00		
Loyola				
Admin. Building				
Monday-Thursday		08:30-22:30	AD104	Tel: 3466
Friday		08:30-17:00		

Facilities Booking Centres
- 3 Working Days notice on all bookings
- Reservation of A.V. equipment
- Reservation of studios, fixed installations and facilities
- Scheduling of operators and technicians

SGW			
Hall Building			
Monday - Friday	10:00-16:00		Tel: 3444
	09:00-17:00	H341	in person
Loyola			
Admin. Building			
Monday-Friday	09:00-12:00	AD105	Tel: 3465
	13:00-16:00		

Film and Videotape Search and Bookings - SGW

Reference Services:
- Indexes and catalogues of films and videotapes, classified by subject and title.

10:00-16:00 H341 Tel: 3443, 3445

Bookings:
- 3 Working Days notice on all bookings
- Bookings of films and videotapes from Concordia collections and outside agencies.

In person or in writing. 10:00-16:00 H341 Tel: 3445

Cinemas
- Theatrical presentation of films in all standard formats

SGW		
Hall Building	H110	
	H435	
Visual Arts Building	VA114	
Room Bookings	H102	Tel: 3830
Projectionists and Facilities	H341	Tel: 3444
Loyola		
F.C. Smith Auditorium	FC	
Room Bookings	FC003-2	Tel: 3836
Projectionist and Facilities	AD105	Tel: 3465

Learning Laboratories
- Scheduling of group access to Learning Laboratories equipped with audio and video playback facilities, and a modular tutorial lab.
- Computer lab for language learning.
- Individual access to lab programmes.
- Regular and high speed duplication of authorized audio recordings.
- Sales and rentals of language programme materials.

SGW				
Hall Building	Mon-Fri	09:00-21:00	H527	Tel: 3431
	Sat	09:00-13:00		
Loyola				
Central Bldg.	Mon-Thu	08:45-22:00	CC203	Tel: 3467
	Fri	08:45-16:00		
		18:00-22:00		
	Sat	09:00-17:00		
		(Fall & winter semester hours.)		

AVISTA Workshops:

Audio-Visual In- Service Training Area
- Hands- on training in the use of AV equipment
- Do-it-yourself preparation and duplication of:
  Slides, photographs, and transparencies
  Art work and posters
  Laminations and dry-mounts
  Slide-tape presentations
- Audio editing
- Video editing
- Desktop Publishing
- Computer Graphics

SGW			
2150 Bishop	09:00-21:00	K301	Tel: 3461
Loyola			
Admin. Building	10:00-22:00	AD101	Tel: 3465
Fri.	10:00-17:00		

Studio Services

Audio
- Two-track production studio (self- operate), Studio C H029
- Eight-track production studio (self- operate), Loyola AD104

Film
- 16mm sound transfers, film sound mixing, post-sync recording, sound recording. VA048

Video
- Three camera colour studio with 3/4" editing, Studio A H0029
- Studio floors with lighting, Studio B H423, Loyola AD107

Bookings & Information

SGW	H341	Tel: 3444
Loyola	AD105	Tel: 3465

Graphics
- Illustration
- Technical and perspective drawing
- Charts, graphs, diagrams,maps
- Typographical design and layout
- Signs
- Displays & exhibitions.
- Desktop publishing and computer graphics
- Consultation

SGW				
2150 Bishop	Mon-Wed & by appointment	10:00-20:00	K201	Tel: 3457
Loyola				
Admin. Bldg.		10:00-22:30	AD105	Tel: 3465

Photography
- Studio and location photography, black and white or colour
- Processing, contact printing, enlarging
- Slide production and duplication
- Toning, re-touching, restoration
- Graphic Arts camera stats (Loyola)
- Hands-on black and white darkroom facilities (Loyola)

SGW			
Hall Building	09:00-17:00	H340	Tel: 3458
Loyola			
Admin. Building	09:00-12:00	AD105	Tel: 3465
	13:00-17:00		

Television Production and Distribution
- Coordination of production services
- Consultation, design and evaluation of productions
- CANAL Educational Television Network
  Cable Ch. 23
  Montreal CFTU Ch. 29

H0029 Tel: 3447

Research and Development
- Consultation on research, development and evaluation of instructional projects
- Experimentation in computer-assisted instruction

SGW H605-1 Tel: 3459

Technical Maintenance and Service
- Assessment and evaluation of new technology
- Technical consultation
- System design and installation
- Servicing and maintenance of AV equipment

SGW			
Hall Building	08:00-18:00	H355	Tel: 3455
Loyola			
Admin. Building	08:00-18:00	AD105	Tel: 3466

INDEX OF SERVICES	LOCATION		TEL. 848-
Audio Duplication Service	LOY	CC203	3467
	SGW	H527	3431
Audio Studios,Bookings	LOY	AD105	3465
	SGW	H341	3444
Audio Tape Recorders,	LOY	AD104	3466
Portable	SGW	H421	3435
Audio duplication: 'Do-it-yourself'			
AVISTA	LOY	AD101	3465
	SGW	K301	3461
Auditoria/Cinemas: Room Bookings			
	LOY	FC003-2	3836
	SGW	H102	3830
Auditoria, Emergency Services	LOY	AD104	3466
	SGW	H421	3435
Auditoria: Services/Equipment	LOY	AD105	3466
Bookings	SGW	H341	3444
Auditoria: Projection Booths	LOY	FC005-1	3469
	SGW	H110	3451
	SGW	H435	3452
	SGW	VA114	3450
AVISTA	LOY	AD101	3465
	SGW	K301	3461
AVISTA Classroom	LOY	AD107	3465
Bookings: Film & Video Tape	LOY	VL127	7755
	SGW	H341	3465
Bookings: Equipment & Facilities			
	LOY	AD105	3465
	SGW	H341	3444
British Information Service			
Films	SGW	H341	3445
Cameras: Video, Photographic,			
Graphic Arts, Film,Still			
Bookings	LOY	AD104	3466
	SGW	H341	3444
Cassette Sales: Audio, Video	LOY	AD104	3465
	SGW	H421	3435
Cassettes (Video), Equipment			
Bookings	LOY	AD104	3465
	SGW	H341	3444
Catalogues, Film & Videotape	LOY	VL127	7755
	SGW	H341	3445
	SGW	N422	7714
Cinemas H110	SGW	H110	3451
H435	SGW	H435	3452
VA114	SGW	VA114	3450
FC Smith	LOY	FC	3469
Classroom (Academic)			
Bookings	SGW	C523	2620
Classroom (Non- Academic)			
Bookings	LOY	FC003-2	3836
	SGW	H102	3830
Classroom (AVISTA)	LOY	AD107	3465
Classroom Equipment and			
Facilities	LOY	AD104	3465
	SGW	H341	3444
Classroom AV Emergencies	LOY	AD104	3466
	SGW	H421	3435
Collections-Media	LOY	VL127	7755
	SGW	H341	3445
	SGW	H1031	7727
	SGW	N422	7714
Computer Assisted Learning	SGW	H527	3431
Conference/Preview Room	LOY	AD105	3465
Darkrooms - AVISTA	LOY	AD103	3465
	SGW	K301	3461
Depots, Portable Equipment	LOY	AD104	3466
	SGW	H421	3435
	SGW	VA042	3438
Design and Installation:			
Equipment and Facilities	LOY	AD105	3465
	SGW	H355	3455
Emergency Calls, AV	LOY	AD104	3466
	SGW	H421	3435

INDEX OF SERVICES	LOCATION		TEL. 848-
Equipment, Bookings	LOY	AD104	3465
	SGW	H341	3444
Equipment Pick-up (See Depots)			
Film Catalogues	LOY	VL127	7755
	SGW	H341	3445
Film & Video Preview, Bookings			
	LOY	VL127	7755
	SGW	H341	3445
Film Projection	LOY	AD105	3465
	SGW	H341	3444
Film, Cinemas (See Cinemas)			
Film Sound -Transfer& Mixing			
Studio D	SGW	VA048	3449
Film Inspection	LOY	VL127	7755
	SGW	H344	3446
Film Stock, Sales	LOY	AD104	3466
	SGW	H421	3435
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	SGW	H399	3434
Graphics Production	LOY	AD101	3465
- Graphics	SGW	K201	3457
- AVISTA	SGW	K301	3461
Graphic Arts Camera	LOY	AD101	3465
Group Instruction			
Learning Labs	LOY	CC203	3467
	SGW	H527	3431

HOURS OF OPERATION

LOYOLA
Mon.-Thurs. 08:30-22:30
Friday 08:30-17:00

SGW
Academic Services 08:30-22:30
Bookings
Mon-Thurs. 08:30-17:00
Friday 10:00-16:00

Individual Learning Centres	LOY	CC203	3467
	LOY	VL127	7755
	SGW	H523	3431
	SGW	N422	7714
	SGW	H1031	7727
Information	LOY	AD104	3465
	SGW	H399	3434
Inspection, Film (See Film Inspection)			
Installation & Maintenance	LOY	AD104	3465
	SGW	H355	3455
Learning Laboratories	LOY	CC203	3467
	SGW	H527	3431
Language Tape Sales	LOY	CC203	3467
	SGW	H527	3431
Library, Film & Video Tape	LOY	VL127	7755
	SGW	H341	3445
	SGW	N422	7714
Lighting Equipment	LOY	AD104	3466
	SGW	H421	3435
Location Photography	LOY	AD105	3465
	SGW	H340	3458
Location Recording - Sound	LOY	AD105	3465
- Video	SGW	H341	3444
Maintenance Emergencies			
(A.V. Equipment)	LOY	AD104	3465
	SGW	H421	3435
	SGW	H355	3455
Mixing, Sound (See Studios)			
National Film Board Collection	SGW	H341	3445
Non-Print Libraries	LOY	VL127	7755
	SGW	N422	7714
	SGW	H1031	7727
Overhead Projectors , Materials, Portable			
Classroom Installations	LOY	AD104	3466
	SGW	H421	3435
Photocopy Transparencies	LOY	AD105	3466
	SGW	H421	3435

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Photographic Copying			
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AVISTA	SGW	K301	3461
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	SGW	H421	3435
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-Limocolor-Pamar	LOY	AD104	3466
-In-house	SGW	H340	3458
-Darkrooms (B&W)	LOY	AD103	3465
Preview Rooms (See Viewing Rooms)			
Production Unit Information -			
Television, Sound, Photography, Graphics			
	LOY	AD105	3465
	SGW	H399	3434
Projection Equipment	LOY	AD104	3466
			3465
Projection Equipment - Bookings	SGW	H421	3435
	SGW	H341	3444
Public Address Equipment	LOY	AD104	3465
	SGW	H341	3444
Record Players (See Depots)			
Research and Development	SGW	H605-1	3459
Reservations	LOY	AD105	3465
(A.V. Equipment)	SGW	H341	3444
Room Bookings			
(Non-Academic)	SGW	H102	3836
Conference Centre	LOY	FC003-2	3830
Room Bookings -			
Academic Scheduling	SGW	C523	2620
Room, Viewing			
(See Viewing Rooms)			
Self-Operate Production Facilities			
(See AVISTA)			
Servicing & Maintenance	LOY	AD104	3466
(A.V. Equipment)	SGW	H355	3455
	SGW	H421	3435
Slide Copying - Photography	SGW	H340	3458
AVISTA	LOY	AD101	3465
AVISTA	SGW	K301	3461
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Sound Studios (See Studios)			
Sound Equipment Bookings	LOY	AD104	3465
	SGW	H341	3444
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Non-Print Libraries/AVISTA)			
Studio A Television	SGW	H0029	3448
B General Purpose	SGW	H423	3435
C Sound	SGW	H029	3448
D Film Sound	SGW	VA048	3449
Loyola Sound	LOY	AD105	3465
Loyola Video	LOY	AD105	3465
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Television Equipment			
Bookings	LOY	AD104	3465
Television Equipment &			
TV Studio Bookings	SGW	H341	3444
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Television Studios (see Studios)			
Transparencies,Photocopy	LOY	AD105	3465
	SGW	H421	3435
Video Tape Sales	LOY	AD104	3466
	SGW	H421	3435
Viewing Rooms	LOY	AD105	3465
	LOY	VL127	7755
	SGW	H419	3436
	SGW	H343	3444
	SGW	VA043	3438
	SGW	N422	7714
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	SGW	H421	3435